

CONFIDENTIAL

AIR

SECRET

SEP 23 1954

Senior Representative, []

Chief, NEA

Administrative

Compliance with []

1. The subject Regulation requires that a report (Form No. 36-220) be submitted by stations on each transaction covering real property occupied and improvements made thereto, as well as on all future acquisitions, improvements, and disposals. Examples of property to be reported on are as follows:

a. Office Space (includes space made available by [] even though reimbursement is effected by [] Proportionate share of rent, if any, and operating (utilities) and maintenance cost will be estimated on the best information available.)

b. Warehouses

c. Storerooms

d. Garages

e. Bafeshouses

f. Living Quarters provided by the Organization under []

2. On inspecting our real property files, it appears that certain properties occupied by your station have not been reported to Headquarters on Form No. 36-220 as required by subject Regulation. It is requested, therefore, that this Regulation be reviewed in the light of the information set forth in the preceding paragraph and reports on all properties within the purview of the Regulation be forwarded to Headquarters promptly.

15 September 1954

Distribution

3 - Station C/NE-3

Chief/ NEA

NEA []

Chief, Real Est. & Const. Div.

RE&C/LO/JS/jm

RE&C - (2)

NEA - 3

Registry - 1

Comment on	
No Change in Class	<input type="checkbox"/>
Declassified	<input type="checkbox"/>
Class. Changed To	TS
Date	25 JUL 1978

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